

THESIS PACKET FOR HONORS THESIS DEFENDERS/GRADUATES

Deadlines

Semester of Defense	Attend Meeting	Proposal & Form A	Form B	Form C & Transcript	Complete Defense	Submit Final Copy
Spring 2024	Oct 2022	March 1, 2023	November 1, 2023	February 1, 2024	April 24, 2024	Dead Day
Summer 2024	Oct 2022	March 1, 2023	November 1, 2023	February 1, 2024	July 24, 2024	Dead Day
Fall 2024	Sept 2023	October 1, 2023	April 1, 2024	September 1, 2024	November 27, 2024	Dead Day

Failure to follow these procedures or meet these deadlines will result in either the postponement of your defense to later in the term (but by the stated deadline) or the postponement of your graduation to a later term.

Tasks

- Attend Thesis Information Meeting
 - The specific date of the meeting will be released as the date draws near
 - Watch the Fulbright College Honors Program website/Instagram/email for this date

- Ask a professor to serve as your Honors Thesis Director
 - Thesis director must be a tenured or tenure-track faculty member at the University of Arkansas
 - Ideally, you will have worked with this professor in the classroom or laboratory
 - Note: students who choose to work with a thesis director outside of their major department must obtain written permission to do so from their department, which must be shared with Fulbright Honors office for our records. If approved, the other two members of the committee must be from the department.

- Write a thesis proposal
 - Length and specifications to be determined by your thesis director
 - Recommendation: At least 2 – 5 pages in length, explaining topic, methodology, and significance, to include a list of sources
 - Provide a copy of the written proposal, along with a copy of the Proposal Form to your director
 - View sample thesis proposals at the Fulbright Honors website: fulbrighthonors.uark.edu
 - Consult with thesis director

- Submit **proposal and Honors Thesis Proposal Form** (Form A front and back) with director's signature and your signature by the deadline

- Continue research, maintaining frequent contact with your thesis director. Read sources and start your annotated bibliography.

- Find two other faculty members to serve on your committee
 - Departmental Member - A second faculty member from your department of study
 - Non-departmental Member - The non-departmental member may not be a faculty person from the department in which you are writing your thesis but may be from any other department or college on campus
 - Exception: if your thesis director is from outside of your major department, the other two members of the committee *must* be faculty members within your major.

- Submit **Honors Thesis Committee Form (Form B)** with committee signatures to Fulbright Honors Studies Office by the deadline

- Meet regularly with your thesis director and continue to build your bibliography. Begin working on draft of your thesis, and plan to have a draft of your thesis finished by semester break.
- Schedule your thesis defense
 - **You are strongly encouraged to schedule your defense well in advance of the deadline**
 - Find a date, time, and location (**between the hours of 8:30 am – 4 pm**) that accommodates all three members of your thesis committee
 - Schedule your defense for one hour.
 - Suggested locations:
 - A conference room within your major department
 - Classroom in your departments building
 - Room in the Arkansas Union
 - Room in the Student Success Building
- Notify committee members of the agreed upon time, date and place of your oral defense
- Get a copy of your University of Arkansas transcript and highlight all honors credit that you have received
 - Obtain an unofficial copy of your transcript (either from UACconnect or Registrar's Office)
 - Highlight all honors credit, including any work received by course substitution
 - Pay close attention to special honors credit for classes like Biology for Majors University Chemistry I if you took Honors University Chemistry II, and Chemistry for Majors
 - Include courses in which you are currently enrolled
- Submit **Defense Form (Form C) and transcript** by the deadline
- Honors Council Representative: The Fulbright Honors Office will assign you a fourth and final committee member from the Fulbright Honors Council; we will share the HCR's contact information with you.
- Submit thesis to your director
 - Your thesis director will determine a deadline for you to provide a copy of your thesis to him/her.
 - This date must be well in advance of defense date so that you can make the appropriate corrections in time to have a completed copy to your committee members at least one week prior to defense
- Provide a completed and printed copy to all committee members **at least one week prior to defense date**
 - You *must* provide a copy, however, please check with each committee member to ascertain whether he/she would like an electronic copy or a hard copy.
- Defend your thesis
 - Let your HCR know if your final title of your thesis has changed
 - Prepare to give a 10–15-minute presentation
 - Students may reserve a projector and/or a laptop computer from the Fulbright Honors Office, to be used for the Thesis Defense only
 - The defense must be scheduled to allow for the return of the projector to the Fulbright Honors Office by 4:30pm.
 - To reserve the projector and/or laptop, contact the Fulbright Honors Office at 479-575-2509
 - Students should **not** bring food or drinks to the defense. Students may **not** invite guests to the defense
- Defense **rescheduling** may be granted in cases of emergency. Students petitioning to re-schedule must present a written request and a note from the thesis advisor, explaining the extenuating circumstances. Any change of date must be approved by the Fulbright Honors program. A minimum of 2 weeks' notice must be given for any reschedule, and no defense may be rescheduled less than 2 weeks from the stated deadline for that term. If rescheduling is required, the student may need to defer graduation to the following term.

Special instructions for Art, Music, and Theatre students

Students in the arts must invite all the members of the oral exam committee to exhibits, concerts, recitals, and dramatic performance, etc., that are relevant to work considered for graduation with honors.

Art Majors: applies to exhibits in the senior year. These students must also be prepared to provide photographs and or video of the exhibit in addition to their written thesis to the entire committee no later than one week prior to the scheduled oral defense.

Music Majors: applies to the recitals in the senior year. Additionally, music students must provide either video or audio files in addition to their written thesis to the entire committee no later than one week prior to the scheduled oral defense.

Theatre Majors: applies to the plays and or productions they are involved with in the senior year. Additionally, theatre students must provide video files in addition to their written thesis to the entire committee no later than one week prior to the scheduled oral defense.

- Submit final copy of thesis to the University Library through [ScholarWorks](#) by Dead Day.

Failure to follow these procedures or meet the deadlines will result in either the postponement of your defense to later in the term (but by the stated deadline) or the postponement of your graduation to a later term.

Distinction

To graduate with honors from Fulbright College, students must complete the requirements of an honors curriculum, maintain a minimum cumulative grade point average of 3.50, and research, write/create, and orally defend an honors thesis/project. Only students who complete the Honors Program will be assigned a level of honors distinction: cum laude, magna cum laude, or summa cum laude.

Note: the cumulative GPA from the semester before the student's final semester (semester of graduation) will be used in determining the student's GPA. For example, the GPA at the close of the Fall semester will be used for Spring graduates, since the Honors Council must determine the student's distinction before final grades have been submitted in the Spring.

A student must meet the minimum criteria in each area—grade point average, number of honors hours, and thesis defense score—to receive a respective level.

Level	GPA	Honors Hours	Thesis Defense Score (out of possible 9.00)
Summa Cum Laude	3.90	24	6.50
Magna Cum Laude	3.80	18	3.50
Cum Laude	3.50	12	1.00

A Guide for Writing the Honors Thesis

Documentation

- Documentation (footnotes, bibliography, etc.) should follow style suggested by the student's area of study

Page Numbering

- Must be one of the following: top center, top right corner, or bottom of page
 - consistency is essential
- Must be consecutive with no pages skipped
 - appendices—numbered as part of thesis
 - exception: title page—title page is not numbered

Margins

- Left: 1 inches
- Right, Top, and Bottom: 1 inch

Maps and charts—must follow these requirements

Type

- Neatness is essential; proofread carefully
- Corrections in final draft—may not be in ink or pencil

Arrangement of Thesis

1. Title Page

- The title of the thesis must be followed by: “An Honors Thesis submitted in partial fulfillment of the requirements of Honors Studies in (department or area of study)”
- The full name of the writer
- The year and term in which the degree is sought
- The writer's department or area of study **and** the words “Fulbright College of Arts and Sciences, The University of Arkansas”

Sample Title Page:

<p style="text-align:center">Ozark: Best Laundromat for Money in the Lower 48</p> <p style="text-align:center">An Honors Thesis submitted in partial fulfillment of the requirements for Honors Studies in English</p> <p style="text-align:center">By</p> <p style="text-align:center">Winona Ryder</p> <p style="text-align:center">Fall 2021 English Fulbright College of Arts and Sciences The University of Arkansas</p>
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2. Acknowledgements
3. Table of Contents
4. Body of Thesis
5. Bibliography or List of References